

Workshop Information

Date: 4/26/10—4/30/10
Sign-In: 8:00 am 4/26/10
Workshop: 8:00 am-5:30 pm

Early-Bird Deadline
April 16, 2010

Registration Fees:

Member EARLY-BIRD	\$575.00
Member REGULAR	\$625.00
<i>(Must be a member at the start of the course to receive member rates)</i>	
Non-Member EARLY-BIRD	\$975.00
Non-Member REGULAR	\$1025.00
Non-Facil. State EARLY	\$575.00
Non-Facil. State REGULAR	\$625.00

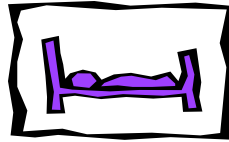
Morning coffee and rolls served daily. Lunch will be provided Monday - Thursday. Lunch is on your own Friday.

PLEASE COPY & DISTRIBUTE THIS BROCHURE TO ALL APPROPRIATE DEPARTMENT MANAGERS

PRESENTERS

Gail Tate, CTRS, ACC is the principal instructor and coordinator of this course. She holds a Master's degree in Recreation Administration and owns/operates Total Recreation Concepts providing consultation to LTC facilities, Assisted Living facilities, and other programs needing assistance with recreation programming and documentation. Gail develops policies/procedures, systems, and resource manuals as well as offering training, in-services, and workshops on the role of activities in long-term care. She is a nationally certified recreation therapist, serves on the education committees of NMHCA & the NM Alzheimer's Association, and has served on the board of ANMAP.

- For your own personal comfort, please bring a sweater or jacket with you to the conference. Adjusting temperature in a meeting room takes time and is almost impossible to change immediately. Dressing in layers will help ensure that you will neither be too hot nor too cold.
- Please turn off all cellular phones, beepers, etc. during education & business sessions to prevent distracting speakers and/or other participants.
- You will receive an evaluation form for each session you attend. Your input is essential for the continuing improvement of NMHCA's educational programs.
- Thank you for not smoking during NMHCA educational, business, and/or meal functions.



Best Western Executive Suites
4630 Pan American Freeway
Albuquerque, NM
505-830-0900

Additional Lodging within close proximity

Hampton Inn - Albuquerque
5101 Ellison NE
Albuquerque, NM
505-344-1555

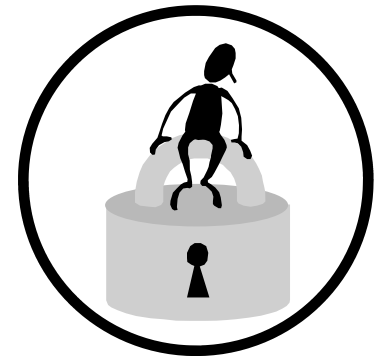
Ramada Limited
5601 Alameda
Albuquerque, NM
505-858-3297

Howard Johnson Express Inn
7630 Pan American Freeway NE
Albuquerque, NM
505-828-1600

Should you need additional assistance, please contact Tracy Alter at the NMHCA office, 505-880-1088

40-Hour Basic Course for Activity Directors

40 CE Contact
Hours for
Activities



Monday thru Friday
April 26 –30, 2010

8:00 am - 5:30 pm

Location of Workshop

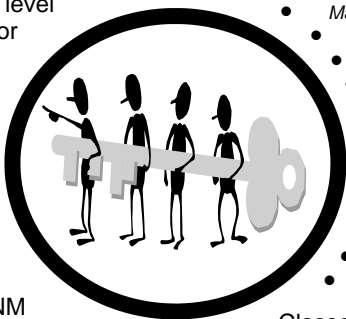
Best Western Executive Suites
4630 Pan American Freeway
Albuquerque, NM
505-830-0900

I-25 to exit 228 (Montgomery Blvd.) East
to Pan American Freeway North.

40-Hour Basic Course for Activity Directors...

THE COURSE

The 40-Hour Course is intended to serve as a basic foundation of knowledge needed for entry level competency in the activities profession for those specializing in the care of the developmentally disabled or elderly. Educational sessions offered are designed to serve as refresher courses for individuals presently working in the activity field who wish to strengthen their own background and expertise. It should be noted that this course is State of NM-approved and meets the regulatory options 62.2.1D or 62.2.1E under the NM Regulations Governing Long Term Care Facilities.



- Care of Residents with Dementia
- Psychosocial Needs
- Death & Dying
 - Managing Volunteer Programs
 - Nursing Facilities vs. Alternative Care Systems
- Cross-Cultural Issues
- Goal Setting & Motivation
- Teamwork
- Family Matters
- Intergenerational Programming
- Basic Public Relations
- Regulations & Surveys
- Liability & Legal Issues
- Transfers & Body Mechanics
- Workplace & Managerial Skills

Classes incorporate lecture, group work, multi-media aids, class participation, & discussion.

All participants must pass a written Post-Test in order to fulfill the qualification requirements.

PLEASE BRING THE FOLLOWING TO THE COURSE:

Pens/Pencils, Notebook, Activity Calendars, MDS Forms, Charting Forms, Newsletters, Assessment Forms, and Facility Mission Statement.

THE CURRICULUM

- Activity Theory
- Programming Techniques
- Assessment & Care Planning
- Dynamics of Communications for Caregivers
- Physiology of the Elderly
- Physical Fitness & Exercise
- Relationship of Recreation Therapy to Rehabilitation
- Dietary Aspects of Activities

Continuing Education Policy



NMHCA requires that you attend the entire workshop to receive a certificate of completion. Partial credit will NOT be given for those who arrive more than 20 minutes late OR are absent from the workshop for more than 20 minutes. Breaks have been built into the overall schedule to allow adequate time for phone calls, etc.

Cancellation & No-Show Policy

Cancellations received on or before the Early-Bird Deadline will be refunded in full, minus an administrative processing fee. No refunds will be issued after the Early-Bird Deadline. "No-Show's" will be required to pay the full registration fee.

Certificate of Completion



Each participant completing the course will receive a certificate verifying course participation. This certificate is the only proof of attendance needed for the licensing boards for certain professions. It is the responsibility of the attendee to retain the original certificate, program information, and instructor credentials for professional licensing purposes.

Duplicate certificates are available from NMHCA for a fee of \$25.00 per document replacement charge.

"40-Hour Basic Course" Workshop Registration Form

Registration Fees	Number of Attendees	X Per Person Price	Total Fees
<input type="checkbox"/> Member EARLY-BIRD	_____	\$575.00	_____
<input type="checkbox"/> Member REGULAR	_____	\$625.00	_____
<input type="checkbox"/> Non-Member EARLY-BIRD	_____	\$975.00	_____
<input type="checkbox"/> Non-Member REGULAR	_____	\$1025.00	_____
<input type="checkbox"/> Non-Facility State EARLY-BIRD	_____	\$575.00	_____
<input type="checkbox"/> Non-Facility State REGULAR	_____	\$625.00	_____
Total Due:			_____

On Site Registrations will incur an additional \$75.00 over the regular rate.

Name 1 _____

Name 2 _____

Name 3 _____

Facility/Organization Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Method of Payment

- Check
- Purchase Order (Member facility will be invoiced upon receipt of registration but payment is expected prior to start of class —Certificates will NOT be issue until payment is received. Non-members must submit payment with registration form)
- PO #: _____

Early-Bird Deadline is 4/16/10

To register for this workshop, complete the information above and submit the form, along with payment in full to:

NMHCA
 2329 Wisconsin St NE, Suite B
 Albuquerque, NM 87110
 Phone: 505.880.1088 ♦ Fax 505.880.1157
Payment **must be** received before activity director qualification certificates will be issued.